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Bldg + Rm 9

22 June 1970

MEMORANDUM FOR THE RECORD

SUBJECT: Space Requirements

25X1 1. Mr. Bannerman held a meeting of 18 June 1970 to discuss the approach and preparation for a briefing to be given the Director on space in the metropolitan D. C. area. Present were Messrs. Bannerman, Coffey, Blake,

[REDACTED]

25X1 2. The Director has approved the acquisition of a 4th floor in the [REDACTED] Building. However, he has said that he cannot understand the space problem - why do we need more to accommodate less? He wants a briefing on the subject. He wants to be assured that we are managing the subject and the problems connected with it.

3. Mr. Bannerman outlined the approach to the briefing that he will give the Director.

. One or two charts showing metro area space holdings: the buildings, their totals, grand total.

. Another chart showing People versus Special Purpose Holdings.

Show example of a floor or floors; where the Directorates are located; show the growth of Special Purpose Space.

. Show Engineering Drawings that indicate utility lines - making it clear that any move requires knowledge of these positions.

. Show a component layout - say, an area division - complete with templates. Indicate the sq. ft. /person.

. Show the IBM Report of space usage in the Agency.

. Have an exhibit, showing what happens when we make a move: how we trade space, effect maximum utilization, turn-a-round problems.

Assure the Director that everything is managed, that

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Excluded from automatic  
downgrading and  
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each requirement is fully examined.

. Come up to the Present Situation.

How we've absorbed [ ] of additional space needs into the headquarters building, showing that such space made available in headquarters is less the outside space it replaced.

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4. Mr. Blake:

Said that some of the data is already available and can be updated. Suggested the OCS Computer Center expansion as an exemplar to use: every possible consideration was involved - - e.g., power hook-up, special flooring, 24 hour operation. . . He suggested that [ ] organize the material and structure the briefing. Expected he could give Mr. Bannerman in three days. (He made the point that both NSA and GSA have sought space advice from us).

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Mr. Coffey:

Felt that [ ] would make a good example.

Mr. Bannerman:

Asked [ ] to put together the outline and bring it to him. They will go together to Colonel White - before 25 June - and show him what will be briefed. Mr. Bannerman will brief the Director - about 1/2 hour briefing. He cautioned against dwelling too long on any one aspect, and stressed the key point to be made: that the Director be assured that the whole space procedure is highly organized, every step of the way.

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[ ]  
Support Operations Staff/DDS

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